

VACANCY ANNOUNCEMENT

Senior Research Project Assistant
Research Division
Federal Judicial Center
Washington, DC 20002-8003

This is a temporary, one-year position. Federal benefits do apply.

The Federal Judicial Center plans, designs, and conducts research and continuing education for the federal judiciary. At the request of the Judicial Conference of the United States, Congress created the FJC in 1967 as a separate and independent organization within the federal judicial system. The FJC's basic policies are determined by a nine-member board, chaired by the Chief Justice of the United States.

The Research Division undertakes empirical and exploratory research on federal judicial processes, court management, and sentencing and its consequences, often at the request of the Judicial Conference and its committees, the courts themselves, or other groups within the federal judicial system.

Duties and Responsibilities

The Senior Research Project Assistant serves as the administrative assistant to a team of researchers involved in a large multi-court research project being conducted by the FJC. All work is under the direct supervision of the project's director and the general supervision of the Director of Research. Duties include:

- assisting with the maintenance of project databases and related files
- collecting and categorizing team reports and monitoring the project implementation time line and schedules
- coordinating and assisting with project-related web conferencing
- managing production of project materials, including formatting, proofreading, photocopying, and distributing materials
- coordinating team visits to court sites in the study
- providing administrative and travel support for the project team
- assisting with the preparation of financial documentation and budget projections, monitoring expenditures, and reconciling expenses
- performing other project-related tasks, as assigned.

Qualifications

A high school degree is mandatory. Desirable qualifications include:

- a bachelor's degree or an associate's degree along with four years of work experience is highly desirable
- superior communication and customer service skills, and computer skills, including word processing, fluency with internet search engines, and experience with database management software such as Filemaker Pro and Excel

- experience in managing a variety of concurrent assignments and related electronic information; and
- demonstrated ability to work cooperatively, to solve problems, and complete assignments independently, accurately, and on schedule.

Salary and Benefits

The FJC uses a broad band compensation system. This position falls in payband III, with a salary of \$39,164–\$47,730, depending on qualifications, experience and current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The position does not carry the tenure rights of positions in the competitive civil service.

The FJC is located in the Thurgood Marshall Federal Judiciary Building adjacent to Union Station and conveniently situated to public transportation. The Marshall Building houses a child development center and a health fitness facility for its tenants.

Application Procedure

In a cover letter referring to Announcement #06-20, please indicate specifically how you satisfy all of the qualifications listed above. Applications, including those submitted via eMail, without the required cover letter or with a cover letter that does not address the qualifications will not be considered. Along with the cover letter, please include a current resume. In order to be fully considered for this vacancy, applications should be received by close of business on August 28, 2006, however, the position will remain open until filled.

All applications should be directed to:

Human Resources Office (Announcement #06-20)
Federal Judicial Center
Thurgood Marshall Federal Judiciary Bldg.
One Columbus Circle, N.E.
Washington, DC. 20002-8003

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